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Class Specifications
for the Class:

CRAFTS SHOP SUPERVISOR

Duties Summary:

Supervises the activities of a crafts shop in an institutional setting; instructs institution residents in the proper use of hand and power tools, portable and fixed, in the production of various wood products; establishes and maintains a system of controls and records of resident activities, financial transactions, inventory of supplies and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for supervising the activities of the craft shop in an institutional setting; instructing residents in the techniques of woodworking, including carving, shaping, assembling, and finishing items such as bowls, bracelets, cutting boards, tables, lamp bases, etc.; establishing and maintaining a system of controls and records of resident activities, financial transactions, inventory of supplies and equipment.

A position in this class works within appropriate guidelines established by the State and the Department and under the general supervision of a higher-level institution administrator who has overall responsibility for the crafts shop, along with other programs in the institution. Within these bounds, the position operates with considerable independence in the day-to-day operations of the crafts shop.

Close and continuous contact is maintained with institution residents, involving some difficulty at times. Contacts are also established and maintained with government officials in and out of the institution and with representatives of private industry and the general public who might inspect and purchase items produced by the residents.

Examples of Duties:

Instructs institution residents in the safe and proper operation of fixed and portable power tools and woodworking hand tools such as lathes, drum and belt sanders, band and table saws, compressors, power drills, chisels and mallets, routers, jointers, planes, and presses; assures that residents are complying with established work guidelines, safety procedures, and are wearing proper safety equipment; assures that only authorized residents and personnel are within the shop confines; maintains a perpetual inventory system for all tools, craft materials and supplies; controls issuance and return of tools; issues craft materials and supplies; requisitions items to be purchased, receives and records items into the shop inventory; establishes and maintains a records system to account for materials and supplies purchased by, and issued to, the residents; maintains a records system to account for residents' projects from the day they begin the project until the product is sold or sent home; establishes and maintains financial, inventory, and sales records for the crafts shop and individual residents' accounts; conducts classes and special workshops in cabinetry, carving, sculpture, inlaying, etc.; coordinates with in-house or community agencies and/or volunteers to provide instruction in various other crafts; prepares and keeps current policies and procedures for use in the craft shop; establishes and maintains a shop use schedule; establishes and maintains eligibility standards for use of the shop; formulates vocational educational programs to teach specific woodworking skills; arranges for and coordinates the use of community agencies and volunteers to provide instruction and supervision in various other crafts such as basket weaving, pottery and ceramics, painting, metal sculpture, glass blowing, etc; supervises several inmates assigned to the crafts shop to assist in a variety of functions such as janitorial duties, and assisting inmates in the use of the equipment.

Knowledge and Abilities Required:

Knowledge of: Various hand and power woodworking tools such as chisels and mallets, lathes, saws, routers, planers, jointers, drills, presses; proper use and operation of hand and power tools used in crafts shops; different types of woods and their characteristics; techniques of woodworking such as carving, sculpturing, cabinetry, etc.; and simple recordkeeping and inventory procedures.

Ability to: Supervise the activities of an institution's craft shop; understand written and oral instructions; teach woodworking skills to institutionalized persons with varying skill levels; establish and maintain effective working relationships with institution residents; staff, community resources and the general public; communicate effectively; keep simple financial and inventory records; and prepare clear and concise reports.

This is the first specification for the new class CRAFTS SHOP SUPERVISOR.

Effective Date: September 30, 1986

DATE APPROVED: 8/22/86

JAMES H. TAKUSHI
Director of Personnel Services